User Guide

For

Diaspark ERP Software
Accounts Receivable Module

Version 2.0

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Release Notice

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1 Overview

This document aims at providing a functional overview and the usage of the Accounts Receivable module of **Diaspark Jewel ERP Software.**

The document provides user with the specific instructions that will be needed to use Accounts Receivable module. This guide introduces the basic features of Accounts Receivable module and describes menu options in detail.

1.1 Intended Audience

This document is intended for the users of Jewel ERP.

2 Diaspark Jewel : Accounts Receivable Module

Accounts Receivables is one of the fundamental components of Diaspark Jewel. Accounts Receivable is easy to use and flexible making it suitable to your organization's ever-changing business needs.

The Accounts Receivable module manages accounting data of all debtors. Entries posted here find their way to the General Ledger module where the corresponding general ledger accounts get updated. The functions available in this section include menus for documenting various transactions and easy to comprehend reports.

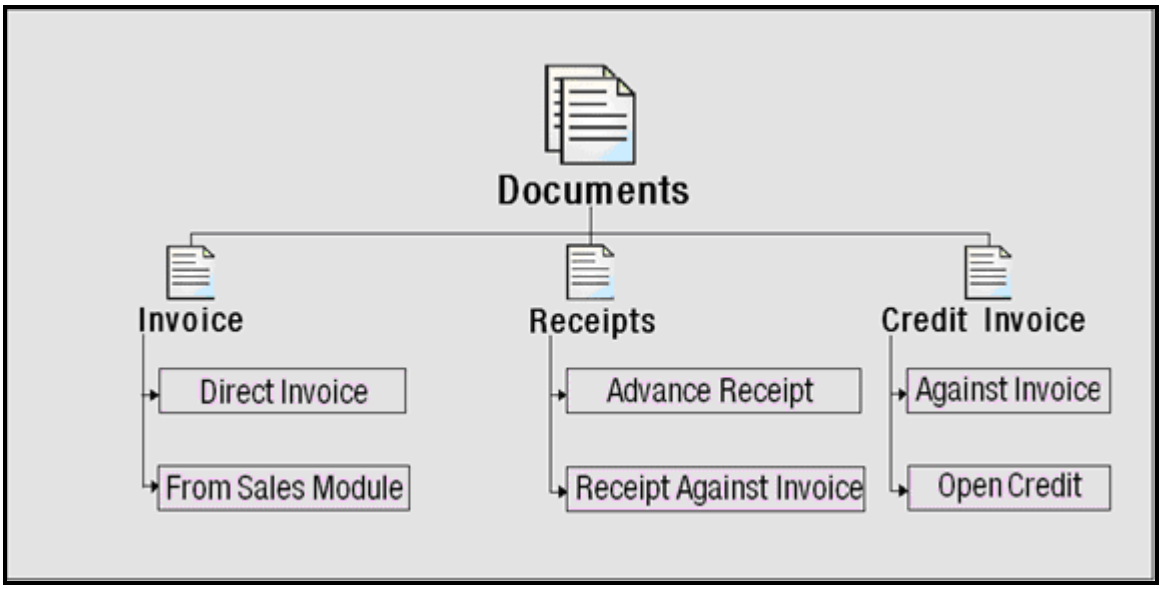


Figure: 2.1 Accounts Receivable Module

Module Highlights

- Lets user group customers into customer categories and define their credit limit for greater efficiency and uniformity in the data entry process.
- Define Payment Terms to generate multiple invoice for single invoice with different due dates.
- Automatic reconciliation of 'On Account' receipts against open invoices.
- Single Click to auto apply receipt to multiple invoices on FIFO basis and create chargebacks.
- Allows creation of advance receipts even before an invoice is raised.
- Periods can be defined for aging receivables.
- Facility to print registers, reports, aging analysis, customer statements for one or more accounting periods or range of values.
- Invoice creation with description and references.

- Posted transactions are protected from alteration ensuring highest form of data security.
- Various reports generated give a customer wise analysis of the business.

3 Accounts Receivable: Processing

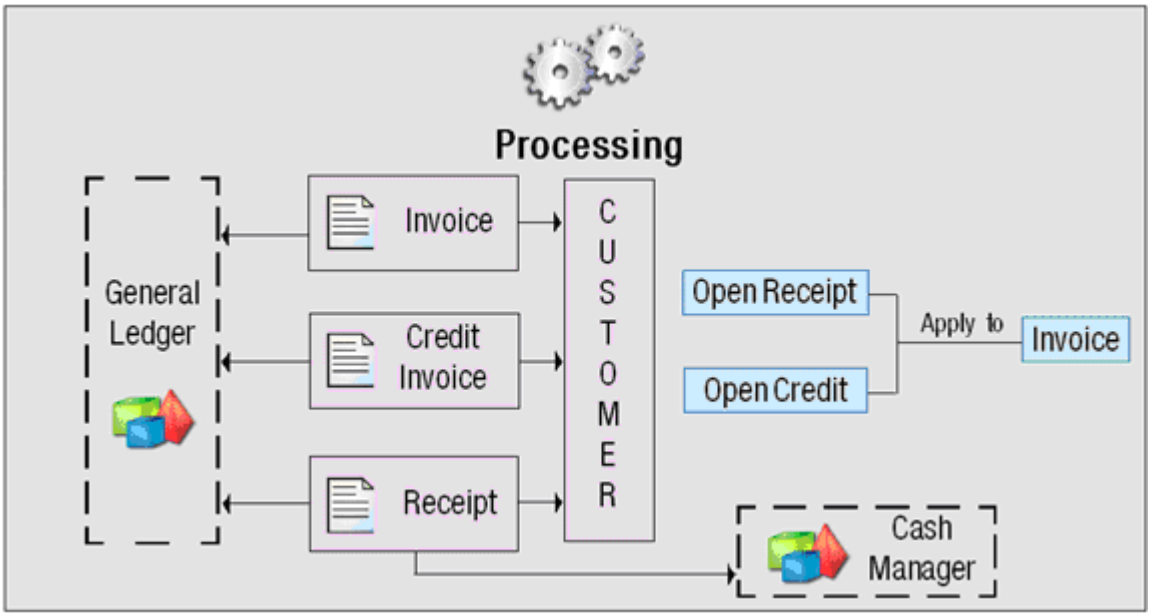


Figure: 3.1 Accounts Receivable Processing

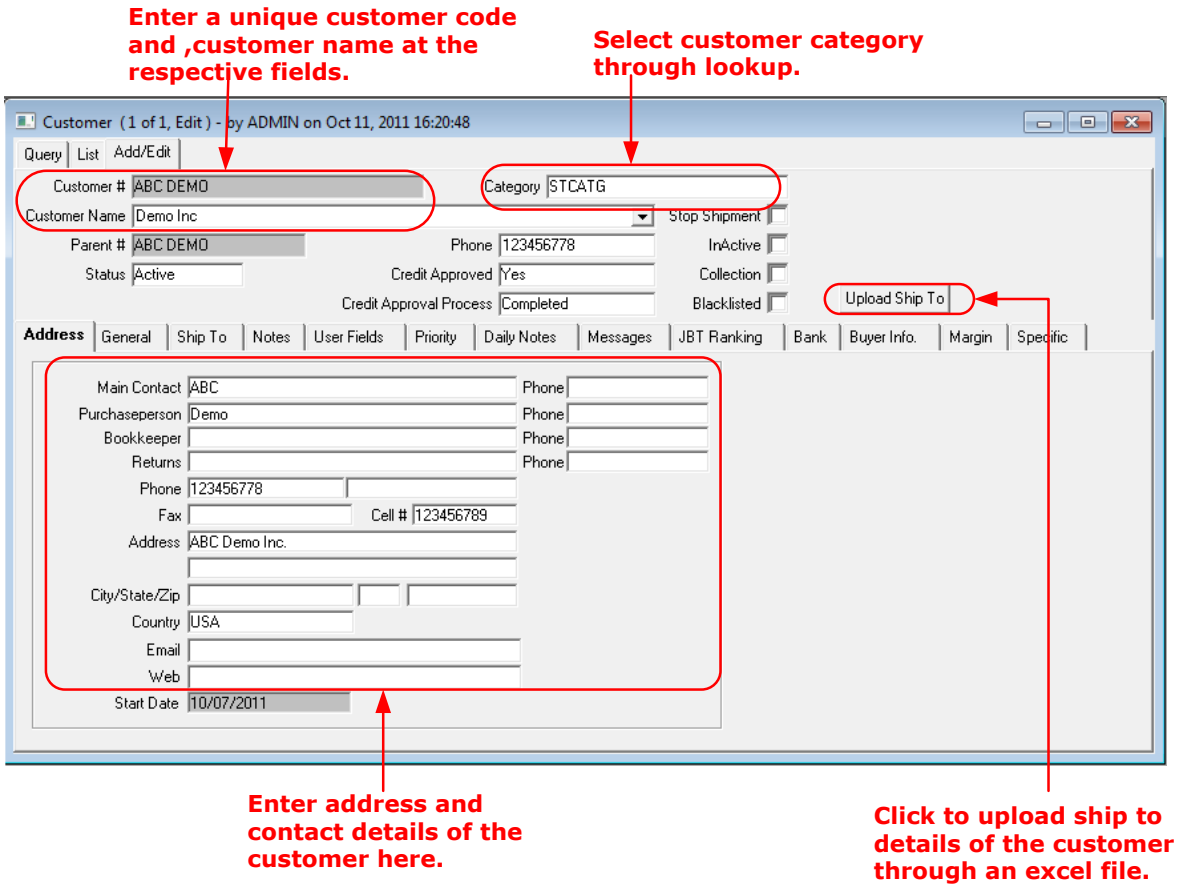
4 Setup Procedures:

Following are the different setup that are provided to create master data

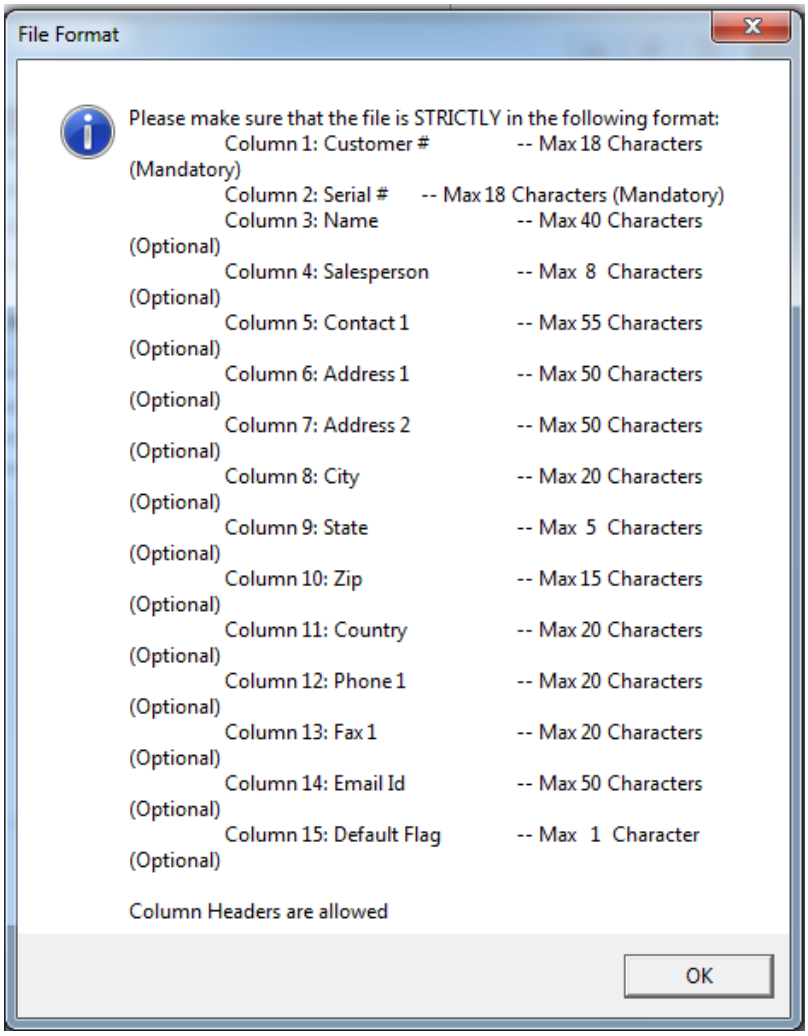
4.1 Customer

Customer records are an integral part of the Accounts receivable module. The Customer window allows you to enter new customer records or make changes to existing customer records. At this setup customer information can be entered and stored. Customer id can be entered manually or can be customized for auto generation. Customer ID cannot be edited afterwards. To open customer setup, click on Module → Accounts Receivable → Setup → Customer Setup.
User has to enter Values at the following important fields at the **Address** tab:

1. Customer#
2. Customer Name
3. Category
4. Address
5. Main Contact


Enter a unique customer code and ,customer name at the respective fields.
Select customer category through lookup.
Customer (1 of 1, Edit) - by ADMIN on Oct 11, 2011 16:20:48
Query List Add/Edit
Customer # ABC DEMO
Customer Name Demo Inc
Parent # ABC DEMO
Status Active
Category STCATG
Stop Shipment
Phone 123456778
InActive
Credit Approved Yes
Collection
Credit Approval Process Completed
Blacklisted
Upload Ship To
Address General Ship To Notes User Fields Priority Daily Notes Messages JBT Ranking Bank Buyer Info. Margin Specific
Main Contact ABC
Purchaseperson Demo
Bookkeeper
Returns
Phone 123456778
Fax
Cell # 123456789
Address ABC Demo Inc.
City/State/Zip
Country USA
Email
Web
Start Date 10/07/2011
Enter address and contact details of the customer here.
Click to upload ship to details of the customer through an excel file.

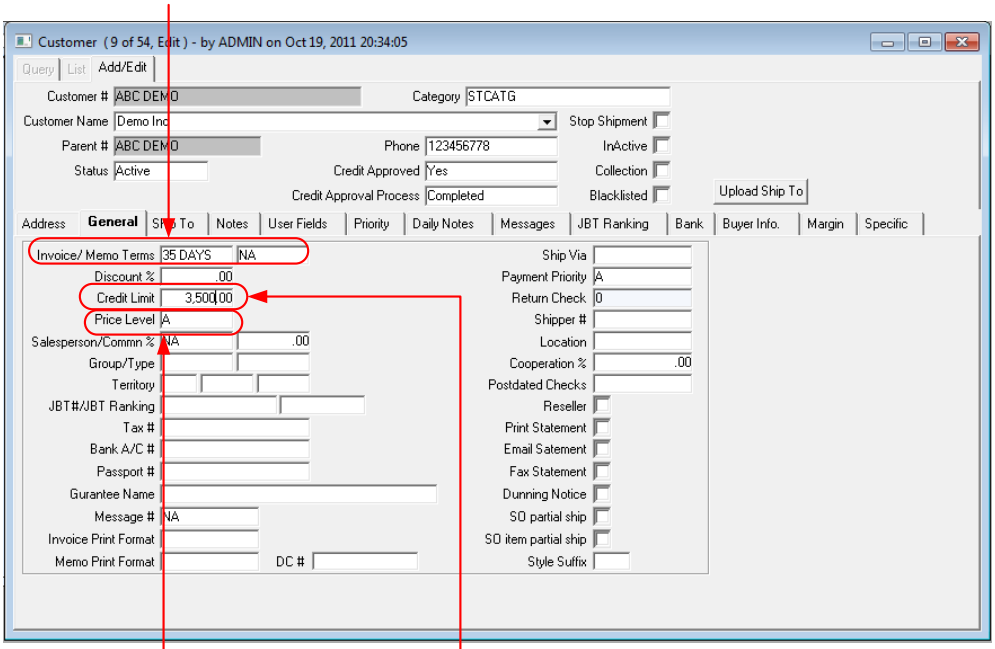
On clicking Upload ship to button, following file format is shown. The file must be uploaded in the stated format only.


File Format
Please make sure that the file is STRICTLY in the following format:
Column 1: Customer # -- Max 18 Characters (Mandatory)
Column 2: Serial # -- Max 18 Characters (Mandatory)
Column 3: Name -- Max 40 Characters (Optional)
Column 4: Salesperson -- Max 8 Characters (Optional)
Column 5: Contact 1 -- Max 55 Characters (Optional)
Column 6: Address 1 -- Max 50 Characters (Optional)
Column 7: Address 2 -- Max 50 Characters (Optional)
Column 8: City -- Max 20 Characters (Optional)
Column 9: State -- Max 5 Characters (Optional)
Column 10: Zip -- Max 15 Characters (Optional)
Column 11: Country -- Max 20 Characters (Optional)
Column 12: Phone 1 -- Max 20 Characters (Optional)
Column 13: Fax 1 -- Max 20 Characters (Optional)
Column 14: Email Id -- Max 50 Characters (Optional)
Column 15: Default Flag -- Max 1 Character (Optional)
Column Headers are allowed
OK

General Tab:

1. Invoice / Memo terms.
2. Price Level
3. Credit Limit.

Enter/Select invoice and memo terms at the respective fields.



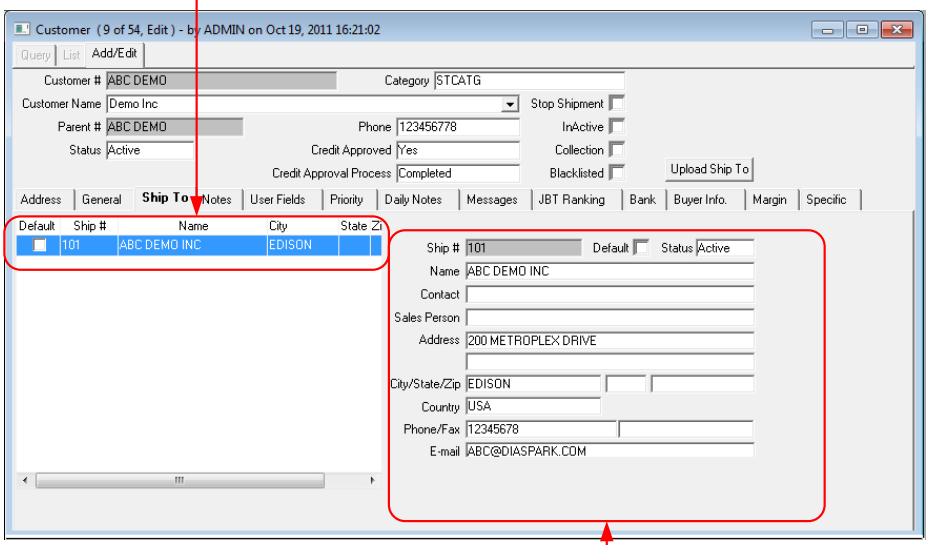
Select price level from drop down.

Enter customer credit limit.

Ship To Tab:

1. Name
2. Contact
3. Address

A list of shiptos entered is displayed here. Click to view detail in the adjacent screen.

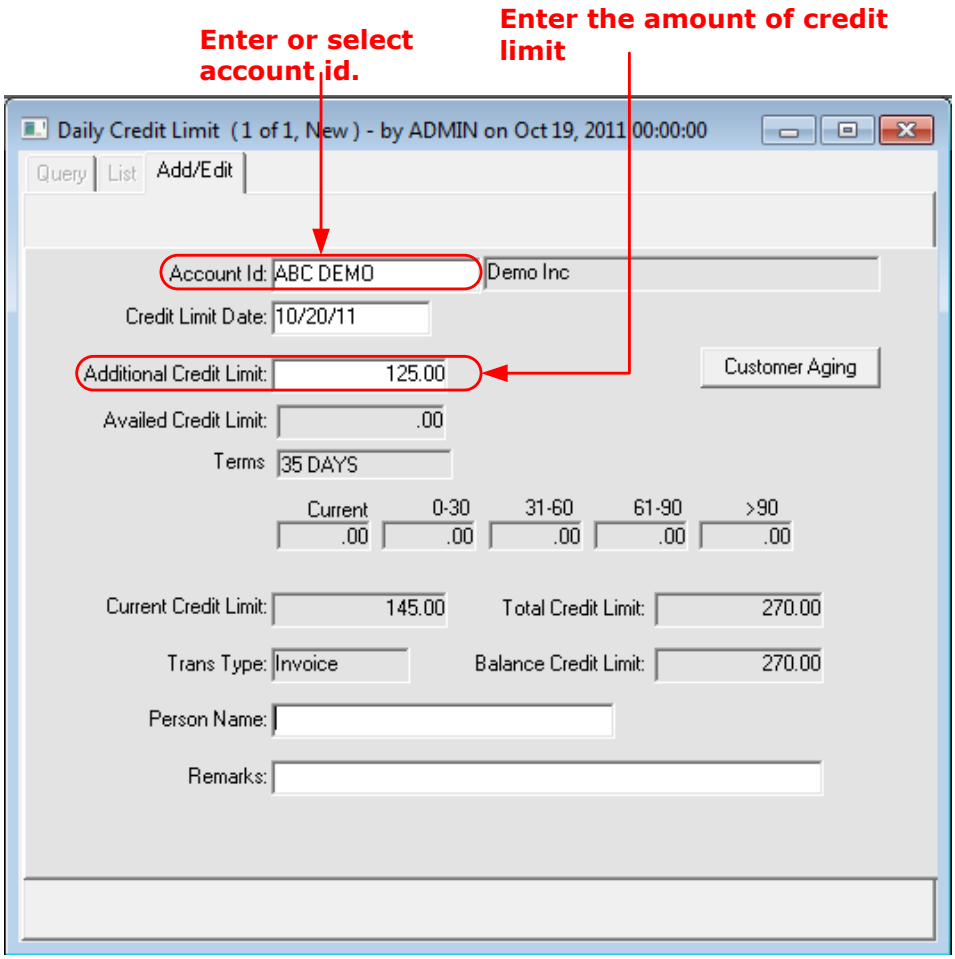


Enter the shipping details of the customer.

4.2 Credit Limit

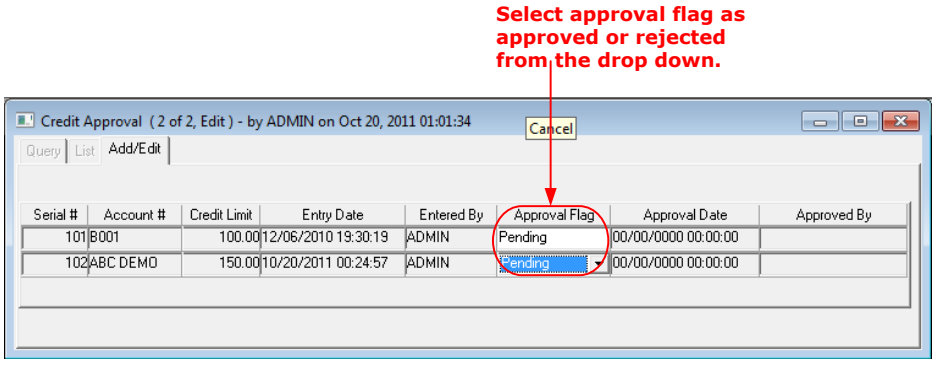
4.2.1 Customer Daily Credit Limit

Through this option you can set daily credit limit of a customer. The limit for the customer can be defined on daily basis.



4.2.2 Approve Credit Limit

The credit limit set is approved by an authorized person. Approval cannot be done by the same person setting the credit limit. After approval only credit limit can be used for the customer.


Select approval flag as approved or rejected from the drop down.
Credit Approval (2 of 2, Edit) - by ADMIN on Oct 20, 2011 01:01:34
Cancel
Query
List
Add/Edit
Serial #
Account #
Credit Limit
Entry Date
Entered By
Approval Flag
Approval Date
Approved By
101 B001 100.00 12/06/2010 19:30:19 ADMIN Pending 00/00/0000 00:00:00
102 ABC DEMO 150.00 10/20/2011 00:24:57 ADMIN Pending 00/00/0000 00:00:00

5 Transactions

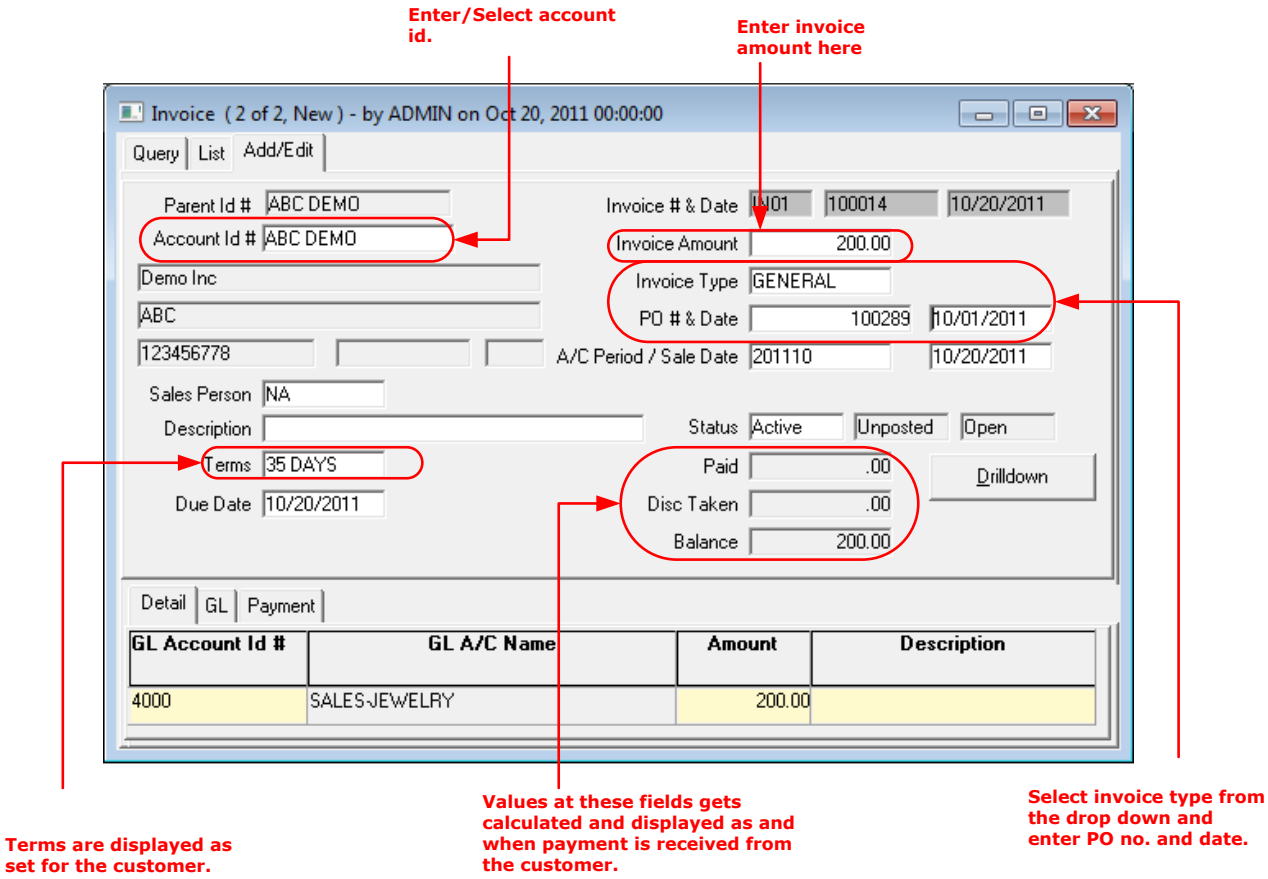
This section helps user to understand different transactions available with Accounts Receivable module and guides at entering values at various transaction screens available.

5.1 Invoice

5.1.1 Customer Invoice

Invoices are generated whenever a sale Invoice is made. One Sales Invoice is divided into several Customer Invoices depending on the payment terms e.g If the sales invoice payment terms are such that first payment to be done within 30 days with 60% amount, next payment to be done within 60 days with 30% of invoice amount and last payment to be done within 90 days with remaining amount of the sales invoice then user will see 3 customer invoice for the same sales invoice having due dates and invoice amount according to the terms.
To get the most from tracking Accounts Receivable, enter the invoices as soon as the transaction takes place. This keeps cash flow reports up to date, and you will not run into the risk of setting invoices aside for posting at a later stage and sometimes, forgetting about them. This window allows you to record invoice transactions against your customer's accounts. You will enter the Customer information and transaction information on this window.

To open Customer Invoice window, click on Module → Accounts Receivable → Transactions → Customer Invoice.



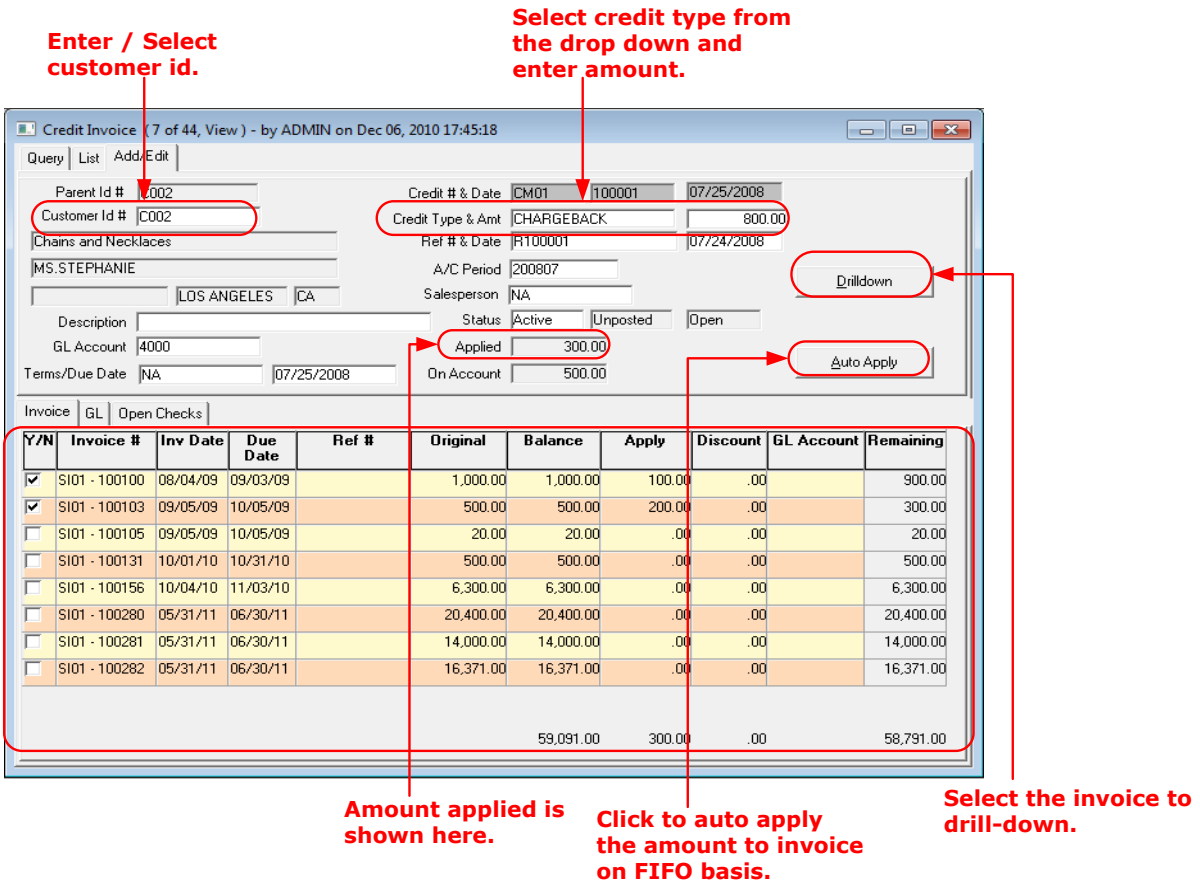
This screen contains following three tabs:

Detail Tab : It shows the credit gl details of the invoice.
GL Tab: This shows GL Posting of the invoice
Payment tab: It shows all payments against the invoice.

5.2 Credit Invoice

5.2.1 Customer Credit Invoice

In certain cases when you have to pay to your customer, resulting out of excess payment from customers or sales returns or any other reason because of which in your books, customer has a credit balance, you issue a credit invoice to customer, implying that you have to pay some amount to the customer. Every Sales Credit Invoice is posted as Customer Credit Invoice in Accounts Receivables.
To open customer credit invoice window, click on Module → Accounts Receivable → Transactions → Customer credit invoice.

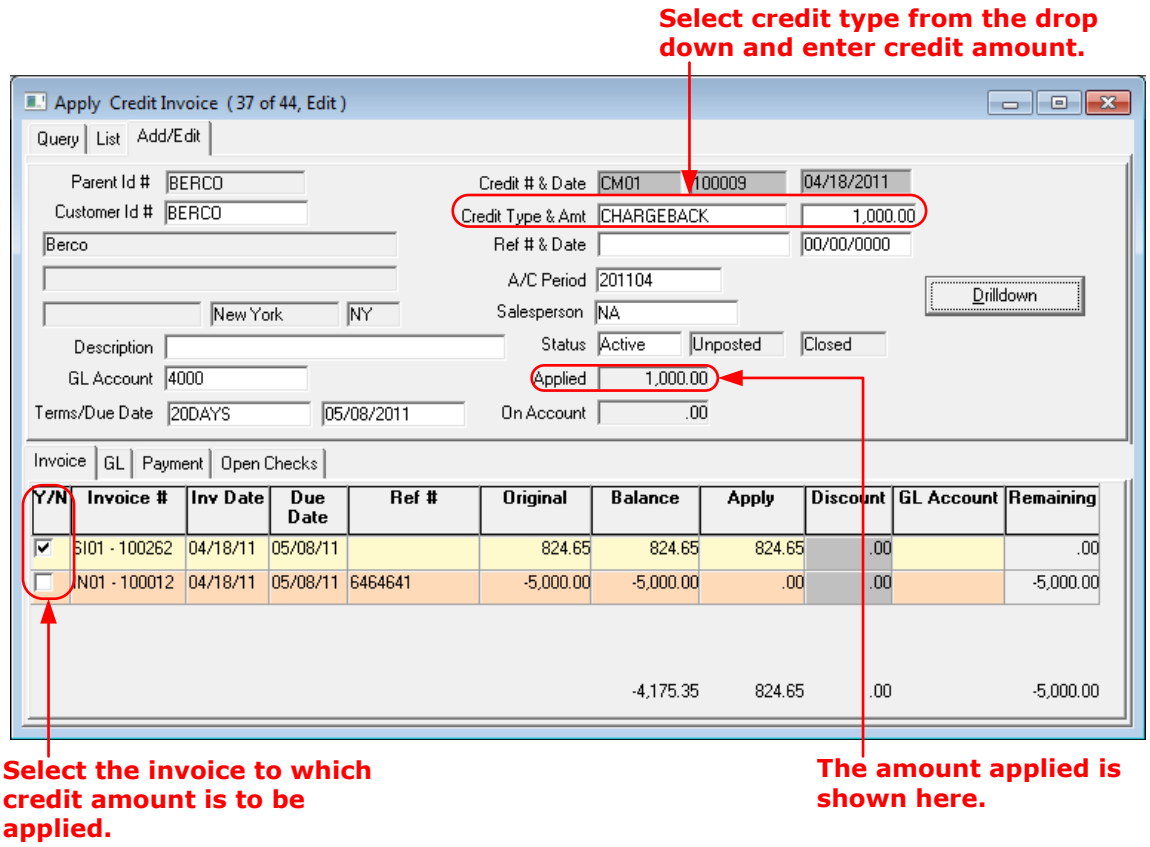


- **Drill Down:** Click at drilldown button to open invoice details. E.g. if its a sales invoice then it will open sales invoice window showing complete sales detail..

- **Auto Apply:** Auto Apply automatically applies the credit invoice amount against the Invoices on FIFO basis. When you use Auto Apply, the Applied field is filled automatically with the amount applied for that invoice.

5.2.2 Apply Customer Credit Invoice

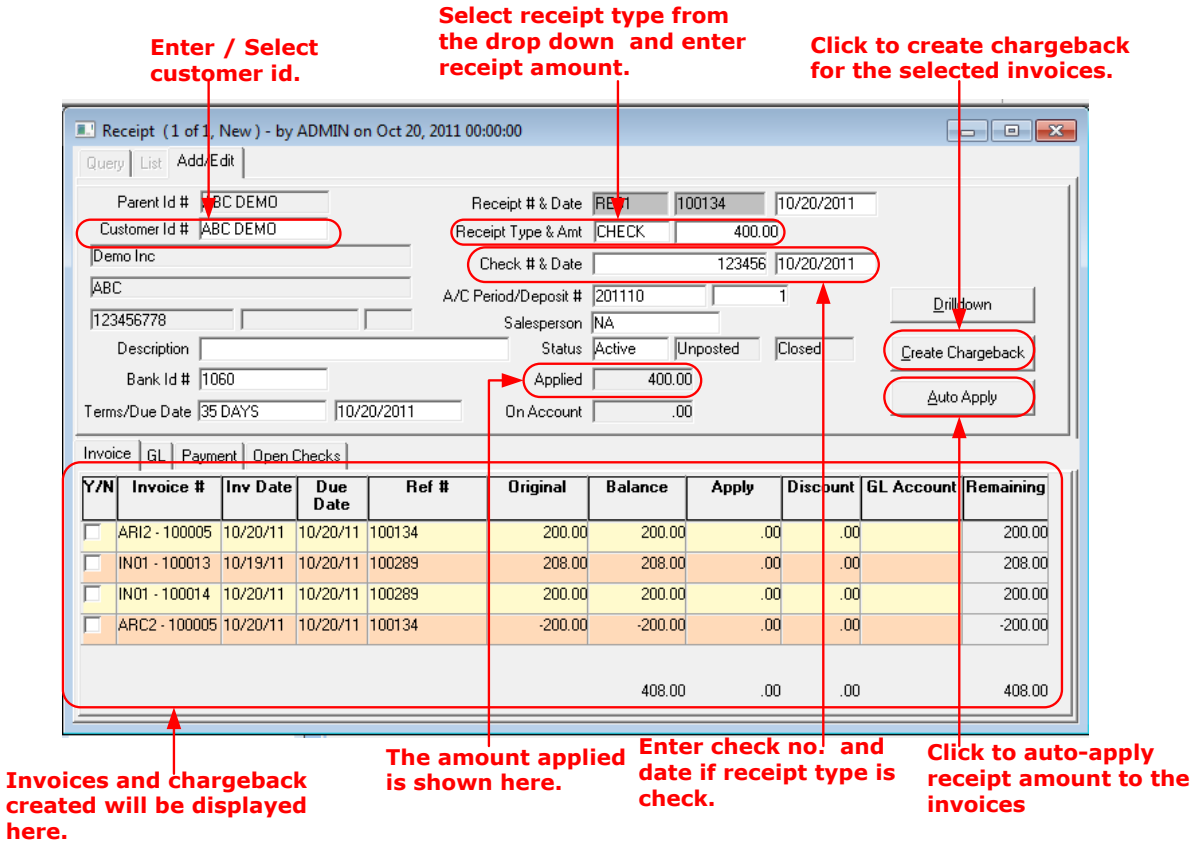
Through this option, you can adjust credit invoices and view unadjusted balances against credit invoices, which have already been posted to the General Ledger or have been made View Only.
To navigate to this link, click on Module → Accounts Receivable → Transactions → Apply Customer credit invoice.



5.3 Receipt

5.3.1 Customer Receipt

When you receive customer payments, you record the payments through Receipts and apply them to Invoices. You can apply a customer's payment to a specific Invoice or to several invoices. When you enter the payment and click Auto Apply, the system automatically applies it to the oldest outstanding Invoice first i.e. on FIFO basis.
To navigate to Customer receipt screen, click on Module → Accounts Receivable → Transactions → Customer Receipt.

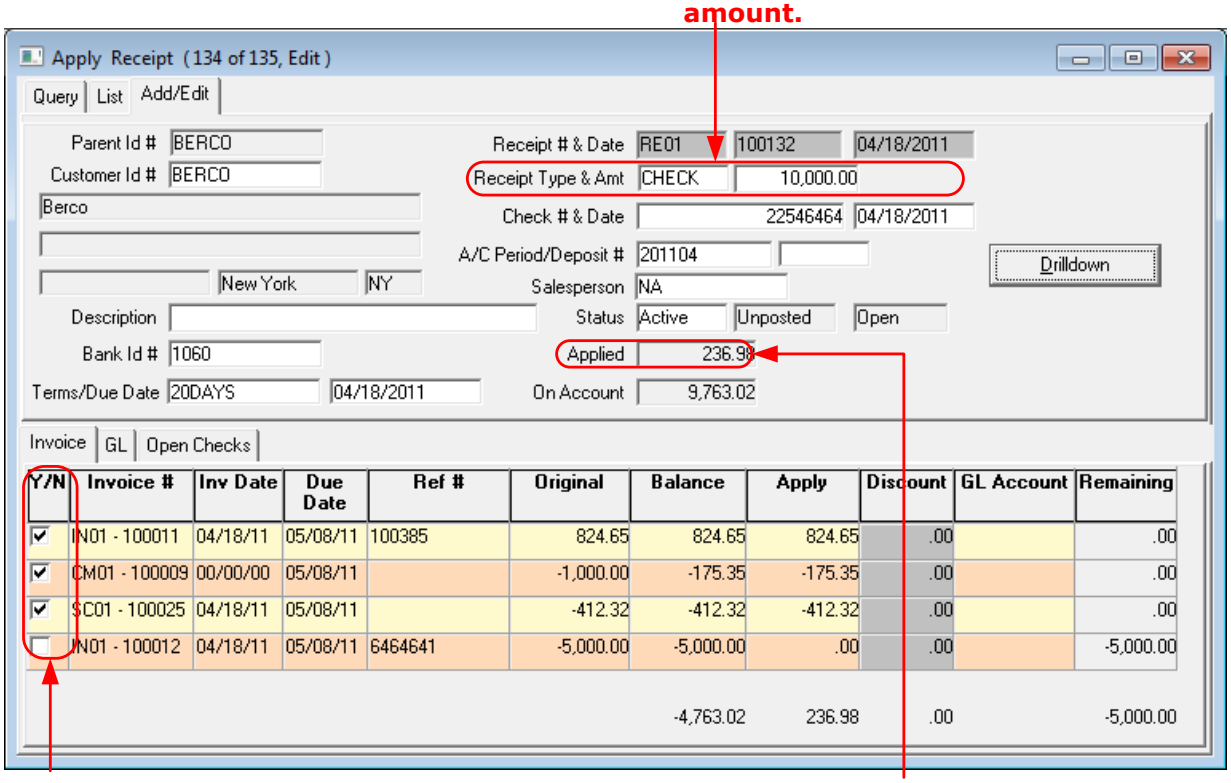

Enter / Select customer id.
Select receipt type from the drop down and enter receipt amount.
Click to create chargeback for the selected invoices.
Receipt (1 of 1, New) - by ADMIN on Oct 20, 2011 00:00:00
Query
List
Add/Edit
Parent Id # ABC DEMO
Customer Id # ABC DEMO
Demo Inc
ABC
123456778
Description
Bank Id # 1060
Terms/Due Date 35 DAYS 10/20/2011
Receipt # & Date RE01 100134 10/20/2011
Receipt Type & Amt CHECK 400.00
Check # & Date 123456 10/20/2011
A/C Period/Deposit # 201110 1
Salesperson NA
Status Active Unposted Closed
Applied 400.00
On Account .00
Drilldown
Create Chargeback
Auto Apply
Invoice
GL
Payment
Open Checks
Y/N | Invoice # | Inv Date | Due Date | Ref # | Original | Balance | Apply | Discount | GL Account | Remaining
ARI2 - 100005 | 10/20/11 | 10/20/11 | 100134 | 200.00 | 200.00 | .00 | .00 | 200.00
IN01 - 100013 | 10/19/11 | 10/20/11 | 100289 | 208.00 | 208.00 | .00 | .00 | 208.00
IN01 - 100014 | 10/20/11 | 10/20/11 | 100289 | 200.00 | 200.00 | .00 | .00 | 200.00
ARC2 - 100005 | 10/20/11 | 10/20/11 | 100134 | -200.00 | -200.00 | .00 | .00 | -200.00
408.00 .00 .00 408.00
Invoices and chargeback created will be displayed here.
The amount applied is shown here.
Enter check no. and date if receipt type is check.
Click to auto-apply receipt amount to the invoices

- **Drill Down:** Click at drilldown button to open invoice details. E.g. if its a sales invoice then it will open sales invoice window showing complete sales detail.
- **Create Chargeback:** Creates chargeback.
- **Auto Apply:** Auto Apply automatically applies the amount that customer has paid against the Invoices sequentially. When you use Auto Apply, the Applied field is filled automatically with the amount applied for that invoice on FIFO basis.

5.3.2 Apply Customer Receipt

Through this option you can adjust advance receipts, payments received from customers, account for discounts and view unadjusted balances against receipts, which have been posted to the General Ledger or have been made View Only.
To navigate to this link, click on Module → Account Receivable → Transaction → Apply Customer Receipt.

Select receipt type from the drop down and enter receipt amount.


Apply Receipt (134 of 135, Edit)
Query
List
Add/Edit
Parent Id # BERCO
Customer Id # BERCO
Berco
New York
NY
Description
Bank Id # 1060
Terms/Due Date 20DAYS 04/18/2011
Receipt # & Date RE01 100132 04/18/2011
Receipt Type & Amt CHECK 10,000.00
Check # & Date 22546464 04/18/2011
A/C Period/Deposit # 201104
Salesperson NA
Drilldown
Status Active Unposted Open
Applied 236.98
On Account 9,763.02
Invoice
GL
Open Checks
Y/N | Invoice # | Inv Date | Due Date | Ref # | Original | Balance | Apply | Discount | GL Account | Remaining
IN01 - 100011 | 04/18/11 | 05/08/11 | 100385 | 824.65 | 824.65 | 824.65 | .00 | .00
CM01 - 100009 | 00/00/00 | 05/08/11 | -1,000.00 | -175.35 | -175.35 | .00 | .00
SC01 - 100025 | 04/18/11 | 05/08/11 | -412.32 | -412.32 | -412.32 | .00 | .00
IN01 - 100012 | 04/18/11 | 05/08/11 | 6464641 | -5,000.00 | -5,000.00 | .00 | .00 | -5,000.00
-4,763.02 236.98 .00 -5,000.00

Select the invoice to which receipt amount is to be applied.

The amount applied is shown here.

6 Amendment History

Version	Date	Addition/Modification	Prepared By	Revised By
V 2.0	10.21.2011		Deepti Khurana	Purva Telang